

**TOWN OF SHEFFIELD
BOARD OF HEALTH
FEBRUARY 10, 2014
CARLTON FRENCH MEETING ROOM
6:00 PM**

Board Members Present: Priscilla B. Cote, Chairman
Scott Smith
Rene Wood
Fred Panitz

Board Members Not Present: Joel Weiss

Others Present: Jill Hughes, Board Secretary

Members of the public (see sign in sheet)

Chairman P. Cote called the meeting to order at 6:00 pm.

The Board reviewed draft minutes for the December 27, 2013 meeting. *R. Wood motioned, with a second from F. Panitz to accept and approve the December 27, 2013 minutes as written. The motion passed 3-0. R. Wood abstained because she was not present at the meeting.*

The Board reviewed draft minutes for the January 13, 2014 meeting. *R. Wood motioned, with a second from F. Panitz to accept and approve the January 13, 2014 minutes as written. The motion passed 4-0.*

The Board reviewed draft minutes for the January 27, 2014 meeting. *R. Wood motioned, with a second from F. Panitz to accept and approve the January 27, 2014 minutes as written. A discussion ensued regarding the minutes. The motion passed 3-0. R. Wood abstained because she was not present at the meeting.*

FY2015 Budget Review: P. Cote and S. Smith updated the Board about their meeting to discuss the budget with the Town Administrator. There was discussion about increasing fees for Title V inspections, Perc tests witnessing and restaurant inspections. Those fees would be put into the Revolving Fund. When the budget is presented to the Finance Committee the Board would like to make it clear that their budget stems from the increase in fees to cover the cost of paying the Inspector to witness. There was discussion about the need to send a letter to all restaurants that new inspection fees will go into effect in the fall. The Board also discussed the Revolving Fund and the letter that was sent to the Town Treasurer. The Board reviewed some information they had received from the Town Accountant. *R. Wood motioned, with a second from F. Panitz for the Board to authorize R. Wood to draft a letter to the Town Administrator with a cc to the Board of Selectmen, the Town Treasurer and the Town Accountant for P. Cote to make any changes and sign regarding the Board of Health Revolving Fund not being up to date. The motion passed 4-0.*

Berkshire VNA: The Board reviewed and discussed the proposal they received from the Berkshire VNA for FY2015 public health services. *S. Smith motioned, with a second from R. Wood to accept the*

proposal from Berkshire Public Health Alliance for FY 2015 public health services and to make the recommendation to the Board of Selectmen. The motion passed 4-0.

The Board asked their secretary to draft a letter to the Town Administrator about the vote that was taken and to inquire as to why the public health nurse is not a line item under our budget as it is the responsibility of the Board of Health.

Update Hulett Hill Septic: The Board reviewed the letter that was sent to the owner. No response has been received.

Update 1434 North Main Street: S. Smith informed the Board that he will be going with Berkshire Public Health Alliance to do the house inspection this week. The Board discussed the need for drafting a policy for charging the owner a fee for any re-inspections on rental properties. S. Smith will speak to BPHA about this.

Update 730 South Main Street: R. Wood informed the Board that she is still working on this and will have an update at the next meeting.

Berkshire Public Health Alliance: R. Wood informed the Board that we did not get the grant for the on-line permitting through the CIC.

Clerk's Report: The clerk had no news to discuss.

Other Business:

- The Board reviewed an email they received regarding regulations of pot luck meals and temporary food events.
- The Board reviewed the letter they received from S.A.F.E. regarding Smart Meters.
- The Board discussed that they have not received a letter from Option Institute regarding the pond on their property. The clerk will try to contact them again. **R. Wood motioned, with a second from F. Panitz to send a letter to Option Institute if we do not hear from them. The motion passed 4-0.**
- P. Cote informed the Board about a discussion she had with Marty Clark, Animal Inspector who let her know that inspections of farms were going very well.

A motion to adjourn was made by R. Wood, with a second from F. Panitz. The motion passed 4 -0 and the meeting adjourned at 7:00 pm.

The following documents were reviewed during the Board's meeting and have been retained as required by the Massachusetts Public Retention Policy: Meeting Agenda; Sign in sheet; Draft meeting minutes: 12/27/13, 1/13/14 and 1/27/14; FY2015 Budget detail; 2/3/14 proposal from Berkshire VNA; 2/4/14 letter regarding Hulett Hill septic; 4/27/12 regulations of pot luck meals and temporary food events; 1/30/14 from S.A.F.E.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Jill Hughes". The signature is written in a cursive style with a large initial "J".

Jill Hughes
Board of Health Secretary